

This document serves to inform you of the administrative requirements under your grant agreement after the grant has been executed.

1. **WORK PERIOD:** The work period under this Agreement is found in the Grant Award Data page of your grant agreement.
2. **SUBMITTALS:** All Amendments (ie no cost time extensions, budget line-item revisions, scope of work revisions) to the Grant Agreement, Certificates of Insurance; Quarterly Progress Reports, Biannual Financial Reports; Deliverables, and Final Report shall be done in NJDEP SAGE. **Note: A progress or financial report cannot be initiated until the previous reports have been approved.**
3. **CERTIFICATE OF LIABILITY INSURANCE:** In accordance with Section III of the Agreement's General Terms and Conditions, no payments shall be approved by the Department under this agreement until the Department receives a copy of a valid/current Certificate of Liability Insurance (COI). The valid/current COI must be uploaded into the Miscellaneous Attachments page of the Grant Agreement each year.
4. **PROGRESS REPORTS:** Progress Reports are to be submitted on a quarterly basis, as stated in Attachment A, Section VI, of the Grant Agreement, no later than 45 days after the end of each quarter.

**Due Date – Reporting Period**

May 15 – January to March

August 15 – April to June

November 15 – July to September

February 15 – October to December

5. **FINANCIAL REPORTS:** Financial Reports are to be submitted on a biannual basis, as stated in Attachment A, Section VI of the Grant Agreement, no later than 45 days after the end of the period. The grantee's authorized Chief Financial Officer (CFO) must certify the financial report. If the CFO has changed, a signed letter from the executor of the grant agreement must name who the new CFO is and must be uploaded into the Miscellaneous Attachments page of the Grant Agreement.

**Due Date - Reporting Period**

August 15 – January to June

February 15 – July to December

All Financial Reports must have the required documentation as detailed in the Financial Report Guidance document.

6. **SUBCONTRACTORS CERTIFICATION:** Attachment F must be completed for each subcontractor with their Business Registration Certificate uploaded. Attachment F can be found in your Grant Agreement in NJDEP SAGE. No payments may be made by the Department for subcontracted work, until Attachment F has been updated with the subcontractor information.
7. **DEP GRANT CONTACT:** Your Grant Manager/Officer is listed on the Grant Award Data page of grant agreement and any questions related to your grant should be directed to them.